

HAYWARD YOUTH COMMISSION

AGENDA

Monday, November 15, 2004
Hayward City Hall, Room 2A

7:30 p.m. – 9:00 p.m.
777 B Street, Hayward

Chair: Ray Bonilla, Jr. Vice Chair: Caitlin Daly Recorder: David Prentiss Timekeeper: Desiree Keefer

- 1) Meeting called to Order / Roll Call 7:30 p.m.
- 2) Minutes: October 18, 2004

Public Comments

The Hayward Youth Commission Chair will recognize any member of the public who wishes to address the Hayward Youth Commission. The individual is allowed no more than three (3) minutes. The Hayward Youth Commission is unable to take any action on non-agendized items.

3) Old Business 7:35 p.m.

- a) Work Group Reports: Budget, Public Relations, Events, Research & Information
- b) Goals for the Year
- c) Revising/Rewriting Resource Guides
- d) Finalizing Changes to Resolutions
- e) First Field Trip – S.F. Youth Commission Meeting – Waivers/Parent Permission Slip

4) New Business 8:40 p.m.

- a) New Commissioners – there are vacancies and people on the waiting list
- b) 2005 League of Cities Conference in San Francisco
- c) Attendance/Incentives for Commissioners

5) Announcements 8:55 p.m.

9) Meeting Evaluation 8:56 p.m.

10) Next Meeting 8:57 p.m.

- a) Choose Timekeeper for next meeting
- b) Choose Agenda Items for next meeting

11) Adjournment 9:00 p.m.

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation by Friday morning prior to the Monday meeting by contacting the Hayward Youth Commission Advisor (784-2660, Voice; 538-4315, TDD; 583-3601, FAX)

HAYWARD YOUTH COMMISSION – MEETING MINUTES

Date: Monday, October 18, 2004 Time: 7: 30 p.m. Location: City Hall
Chair: Ray Bonilla Vice Chair: Caitlin Daly Recorder: Briauna Johnson Timekeeper: Mina Chan

1. Meeting called to order at: 7:40 PM
All the selected officers for this meeting were NOT in attendance
Roll Call:

Commissioners: *A = Absent* *P = Present*
 E = Excused *T = Tardy*

| Name | Status | Name | Status | Name | Status | Name | Status |
|-----------------|--------|-------------------|--------|------------------|--------|------|--------|
| Bonilla, Ray | T | Jauregui, Blanca | P | Prentiss, David | P | | |
| Chan, Mina | P | Johnson, Briauna | P | Reed, Dale | A | | |
| Daly, Caitlin | P | Keefer, Desiree | P | Serpa, Jeffrey | A | | |
| Gupta, Shivani | P | Ko, Kevin | E | Singh, Shaminder | P | | |
| Ignacio, Dandre | A | Martin, Stephanie | P | | | | |

Advisors: *A = Absent* *P = Present*
 E = Excused *T = Tardy*

| Agency | Name | Status | Advisor | Status |
|---|------------------|--------|------------|--------|
| Hayward Unified School District | Toyryla, Suzanne | P | | |
| Hayward Area Recreation & Park District | Lange, Sean | A | Chow, Adam | P |
| City of Hayward | Lundholm, Gail | P | | |

2. Minutes:

May 17th Minutes: The only change to be made was to the time started which should be changed from “37 pm” to “7:37 pm”. The approval of these minutes was unanimous, Motioned by Cmr. Chan, Seconded by Cmr. Gupta.

September 20th Minutes: Cmr. Daily stated that there needs to be consistency in the heading of the minutes. Cmr. Daily also stated that the term “Facilitator” needs to be amended to “Chair” and that the roll call list needs to be revised. In section four, Cmr. Daily noted that the word “HUSSD” needs to be changed to “HUSD” and that the first sentence beginning with Cmr. Daily needs to be omitted. Lastly, Cmr. Gupta stated that she was marked “E” for excused when she was really present at the meeting. The approval of these minutes was unanimous with note of the corrections necessary; Motioned by Cmr. Gupta, Seconded by Cmr. Prentiss.

Public Comments:

Cmr. Singh presented the commission with a packet about Tennyson High school Food Policy Task Force. Two representatives from the public named Vabah Ocansey and Debra Isreal gave a quick presentation about the alarming rate of obesity in our youth. They wished for the Commission to convey the seriousness of youth obesity in our schools. They are writing a food policy and they want to come back to a HYC meeting before the end of December to present the new policy to the Commission. The Commission wished to discuss the idea as a group before granting her a spot on the agenda for the December meeting.

Vera Dahle-Lacaze, Solid Waste Manager for the City of Hayward, talked about the Saturday, October 23rd, 2004 Volunteer Litter Clean up. She gave forms to the commission to fill out if interested. All volunteers will receive an invitation to the BBQ and free T-Shirt or bag.

3. Old Business:

a) Work Group Reports

Budget: Cmr. Daily will get into contact with Kevin about our budget.

Public Relations: Cmr. Keefer stated that public relations weren’t able to meet. On Saturday, October 23, 2004 at 10-11 am there will be a work session meeting at Starbucks.

Events: Culture and Harmony was successful and Cmr. Ignacio and Cmr. Martin were a big help. Cmr. Prentiss stated that he is working on waivers and going to visit San Francisco's Youth Commission.
Research and Information: Cmr. Keefer stated that the volunteer guide and health resource guides are done and ready to be printed. And, she reported that she will e-mail Commissioners the next group meeting date. Cmr. Keefer acknowledged that more sources could be added to the booklet if deemed necessary, asking that they be e-mailed to her.

b) Goals for the Year

Cmr. Chan stated that as a Commission we need to work on the HYC video to promote HYC. And, she noted that the goals designated at the HYC retreat need to be prioritized according to the ones that are most attainable.

c) Revising/Rewriting Resource Guides

Cmr. Keefer will type up a list of the organizations that are in the resource guides and distribute it at the next meeting.

d) Finalizing Changes to Resolutions

Cmr. Daily spent a total of 10+ hours on typing up amendments to the resolutions but had printer trouble; however, she will send the finished document to the Commission A.S.A.P

4. **New Business:**

a) Work Session Meetings (perhaps 1st Monday of the Month)

Cmr. Daily agrees that work session meeting on the 1st Monday of the month will be beneficial to the Commission; we will become more organized and on task. Cmr. Prentiss moved to have work session meetings on the 1st Monday of the month, Cmr. Gupta seconded. All approved. Next work session meeting Monday, November 1st, 2004 from 7:00-8:00 in room 1C. This meeting is not mandatory. The next scheduled work session after that would be December 6th from 7:00- 8:00 (place: Room 1-C at City Hall – unless the Commission votes to have the excursion to the San Francisco Youth Commission on that date.)

b) Voter Information presentation – League of Women Voters Student Project

The Commission agreed that they did not want the representative to return with a presentation due to the late date and the number of other items that the Commission has agreed to undertake.

c) HARD reimbursement for Team Building Event

HARD volunteered to absorb the cost of the team-building retreat.(approximately \$200)

d) New Commissioners – there are 3 vacancies and people on the waiting list

The commission debated the idea of swearing in new Commissioners annually as discussed in the revision of the Bylaws. There was a consensus to have further discussion at the Work Session meeting.

e) and f) Leadership Conference in San Jose and the Leadership Academy in San Jose

Timing precludes HYC from applying to attend the 2-day Leadership Academy. The Regional Conference will be held November 13th, 2004. Registration Deadline: October 29th, 2004. Only six people are allowed to attend per organization. Commissioners interested in attending are: Cmr. Bonilla, Cmr. Daily, Cmr. Ignacio, Cmr. Martin. Advisor Lundholm stated that parent permission slips must be signed in order to go to this event as representatives of the Hayward Youth Commission.

g) Waivers

The waiver document (parent permission slip) can be found in Commissioners' green folders; they will be discussed and edited at the next work session meeting. All three supporting Agencies need to agree on the format.

h) Communication between Commissioners and with Advisors

Improvements: (new) phone tree, (new) work session meetings on 1st Monday of month, Advisor Toyryla suggested that the commission should make firm dates and calendars to be more organized.

- i) 2005 League of Cities Conference in San Francisco
Discussion postponed until council member Dowling is present.

5. Announcements:

Advisor Lundholm stated that the County of Alameda's Youth Leadership Seminar is in November and if anyone is interested to sign up soon. It incorporates several work sessions.
Advisor Toyryla stated that HCY is making a forum survey and guides soon. Date not set when and where yet.
Cmr. Keefer announced that the EYC which is a computer club is having a youth get together on October 31st and that she will e-mail the times to the Commission.

6. Meeting Evaluation:

Time needs to be improved. Points of Order (need to be Recognized by Chair), Good Input

7. Agenda Items for Next Meeting:

Old Business : A,B, C,D
New Business: D,G,I

Time Keeper: Cmr. Keefer
Recorder: Cmr. Prentiss

8. Adjournment:

Meeting was adjourned at 9:14 pm

Motion to adjourn by Cmr. Keefer, Seconded by Cmr. Gupta